



Quality in Careers >>>>

QUALITY IN CAREERS WEBSITE ©

CEIAG Case Study: Kirklees College

## The College

Kirklees College is a large further education College with two main centres in Dewsbury and Huddersfield offering a range of vocational education, and a further 5 centres providing subject specialist provision. The College has over 15,000 students across study programmes, Apprenticeships and part-time courses, offering a wide range (over 300) of courses.

2018 saw the opening of a new College campus in Dewsbury, the Springfield Sixth Form Centre. The town centre site provides courses for full-time students aged 16-19 including foundation learning, creative and digital industries, health and social care, childcare and motor vehicle.

In addition to this, Pioneer House opposite Dewsbury railway station will be a centre for higher-level skills, apprenticeships and post -19 studies, specialising in creative and digital industries, media and art, healthcare and business. Pioneer House will also be the new home to the Hair and Beauty department with salons open to the public. The centre is due to open its doors in September 2020.

The new centres in Dewsbury have been developed in partnership with Kirklees Council and the wider Leeds City Region Enterprise Partnership as part of a planned regeneration of Dewsbury.

The mission statement of Kirklees College is *“Creating opportunity, changing lives”*.

The goal at Kirklees College is to nurture, develop and stretch students to equip them with the skills they need for the world of work and progression to higher education.

Kirklees College provides extensive student support to make sure students are able to work well and are successful. This includes financial support, which can include help

with childcare for young parents, the learner support fund and the bursary to help with travel and other costs.

There is a confidential counselling service offered by professionally trained College counsellors.

Additionally, there is student support from the tutor, personal tutor, team leader for success, progress coach and where appropriate an additional learning support adviser. This ensures that there is a joined-up service to meet student needs including careers guidance, personal and emotional issues and financial matters. Specialist teams provide support for the higher than average number of looked after children and young carers in the College.

### **Career Education, Information, Advice and Guidance (CEIAG)**

The College has a definite commitment to providing effective CEIAG for its learners. There is clear and active involvement of the Senior Leadership Team (SLT) and CEIAG is central to the core values of the College.

The College mission statement of *“Creating Opportunity, Changing Lives”* fits well with the ethos of good practice in Careers Education Information Advice and Guidance. One of the strategic objectives is *“to ensure that all of our learners develop personally and progress successfully into further training, employment or Higher Education”*.

Careers provision is a high priority at Kirklees College and is well resourced. The team of Careers Advisers has a dedicated careers room located very centrally in the atrium of the College and staff this daily. They have a careers information library, computers for students to use and offer a drop-in and appointment service. All Learning Resource centres have a careers library for students to access. A wide range of resources are also available on-line for students and their parents to access.

The College has a contract with C&K Careers, whose careers advisers work alongside the College Careers Adviser. The College’s service is managed by a senior manager who also looks after the information and student recruitment, apprenticeship team, applications and internal progression. The careers provision has greatly benefited from working alongside and linking in with C&K Careers to plan events such as the annual Careers Fairs.

Information and advice is available on entry to the College via the Information team and Student Recruitment team. Careers Advisers are available at open events and 16-18-year-old students are appointed a Progress Coach who, as well as offering pastoral support, provides training and support around careers information and advice. They work as triage for the careers team, refer students needing careers guidance and link

with the team to provide careers education in tutorial sessions. Uncertain or unsuccessful applicants to the College are referred to the external careers service by the application team for additional support.

The College has a clear commitment to careers education and all students follow a mandatory employability strand as part of their study programme, delivered during tutorial time or Progression, Development and Achievement (PAD). All students are expected to complete a minimum of 30-hour work placement as part of their study programme. A dedicated team are employed by the College to oversee this process developing links with employers and supporting young people through their placements.

In preparation for T Levels, various curriculum areas have introduced industrial work placements for students, involving 315 hours of work placement.

The College has dedicated two weeks to careers activity. "Employability week" is timetabled for March to tie in with National Careers and National Apprenticeship week and a HE week is held in May, targeted at level 3 first-year students to inspire them to consider Higher Education and set them on track with their course research before the summer. The Careers team liaises with relevant departments to help organise employer talks for employability week and to organise careers fairs at the two main College sites in Huddersfield and Dewsbury. Major national employers and small local employers attend to talk to students about future careers and job choices.

### **Student engagement in CEIAG/Student Voice**

All students at Kirklees College are surveyed within a few weeks of entering College and later in the academic year where they are asked to feedback their thoughts about careers and other issues. The results of these surveys are fed back to the relevant departments and may feed into the Quality Improvement Plan. As a result of student voice feedback the careers team has worked hard on raising its profile through marketing and promotion across sites, developing leaflets and visiting classrooms. This will continue via campus pop-ups across different sites.

Student Voice activity has now been embedded at the College within PAD for all 16-18-year-olds facilitated by Progress Coaches. All curriculum areas have a student representative that is nominated and elected and can collect and feedback student views to Student Voice. Every area also now has a super representative who links in with Governors and attends wider meetings.

Students provide feedback for the corporation via Student Governors. These are the Student Union President plus one elected student representative. Students are also involved in walk-throughs of curriculum and non-teaching areas.

The Student Voice Flowchart provides a model and timeline for Student Voice activity across the College community. There is also an annual student conference, which provides an opportunity for students to engage in themed workshops with relevant directors and managers. A member of the careers team attends the student conference to speak to student representatives, ask questions and gain valuable feedback.

The careers team undertakes “impact of guidance” via distance travelled surveys at 2 points in the year for students who have utilised the service.

### **Quality**

The College first gained the **Quality in Careers Standard** back in 2011 (originally the C&K Careers Quality Standard) and has been through two reviews since then. The most recent review was in March 2017. The College has also held the **matrix** quality standard since 2014 and has been successful in keeping the accreditation at their three-year re-assessment.

#### **CONTACT DETAILS:**

**Abigail Wolff, Careers Adviser** [awolff@kirkleesCollege.ac.uk](mailto:awolff@kirkleesCollege.ac.uk)

**Sally Rawson, Head of Student Recruitment, applications and careers**  
[srawson@kirkleesCollege.ac.uk](mailto:srawson@kirkleesCollege.ac.uk)

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